

20 November 1952

REPORT FOR THE WEEK OF 17 - 21 NOVEMBER

To: The Deputy Director of Training (G)  
From: Management Training Division

I. Accomplishments

Completed 17 Personnel Classification Survey position descriptions for positions in this Division.

Completed the first CIA Human Resources course in OCD with 14 division chiefs and staff of equivalent responsibilities.

Commenced the second CIA Human Resources course in OCD with 22 branch chiefs and staff of equivalent level.

II. Developing Plans

Plan to conduct two more courses in the CIA Human Resources Program in OCD before Christmas, and probably three more after the first of the year.

PDC has raised the question of the availability of a member of this Division to participate in the P.E.R. program as it may be carried overseas. I have discussed this dangling problem with PDC and Colonel Baird in some detail. We shall wait for more definite information from DDP and PDC.


III. Contributions by TRG

(Incidental intelligence) I am participating all day on Saturday in a selection panel to select teachers from this area who are to be recommended for exchange with teachers from abroad.

IV.

V.

No report.

  
Chief, Management Training Division

STATINTL

JOB NO. BOX NO. FILE NO. DOC. NO. 24 NO CHANGE  
IN CLASS. DEC 1951 CLASS. CHANGED BY TS C RET. JUST.  
NEXT REV DATE NOV 1952 REVIEWER dd/19 TYPE DOC. 02  
NO. FOR EXTENSION DATE ORG COMPILED OPI // ORG CLASS. 11  
REV CLASS. REV COORD. AUTH: HR 70-3